

Bulletin Number 00-02
CAMP-OPMS
Warrant Officer Candidate Program

RESUME

NAME: First, Middle, Last
RANK: Sergeant
SSN: 999-99-9999

ADDRESS: Street Address
City, State, ZIP
(Telephone Number)

UNIT: 257th PSC, XX ARNG
Street Address
City, State, ZIP
(Telephone Number)

OBJECTIVE: (Examples) To obtain an appointment as an ARNG warrant officer, in duty MOS 420A, Military Personnel Technician, OR: To obtain certification for redesignation into MOS 420A, Military Personnel Technician.

PERSONAL DATA:

Date of Birth: 8 March 1964
Height: 5' 10"
Weight: 170 pounds
Health: Excellent

Marital Status: Married
Dependents: Two
MOS: P75D20 S71L20

CIVILIAN EDUCATION:

Bachelor of Science, University of Maryland, College Park, MD
Associate Degree, Central Texas College, Killeen, TX
Diploma, Orchard View High School, Muskegon, MI

MILITARY EDUCATION:

BNCOC MOS 75B
U.S. Army Soldier Support Center
Fort Benjamin Harrison, IN

Scope of training focused upon
leadership and MOS training at the
middle management level

PLDC
Fort Hood, TX

Scope of training concentrated on
leadership skills

Personnel Management Specialist
Course
U.S. Army Soldier Support Center
Fort Jackson, SC

Initial MOS training that taught the
basic skills in MOS 75D10

Encl 1

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MILITARY EXPERIENCE PERTINENT TO MOS 420A:

Jul 92 - Present

Personnel Records Supervisor
257th PSC, XX ARNG

Responsible for initiation and maintenance of officer and enlisted personnel and health records. Supervise a team of 3 personnel records specialists.

Jun 89 - Jun 92

Personnel Records Specialist

Responsible for initiation and maintenance of officer and enlisted personnel and health records.

CIVILIAN EXPERIENCE PERTINENT TO MOS 420A:

Jan 90 - Present

Military Personnel Specialist
MILP, XX ARNG

Review and process records of accessed enlisted soldiers to assure documents are complete and contain all required signatures. Verify soldier met all eligibility requirements.

SUMMARY:

Write a paragraph or two on why you feel you are fully qualified to perform the duties of a warrant officer in your skill.

(INCLUDE SIGNATURE AND DATE)